

GRA and UGS Program Travel

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1.0 PURPOSE

The purpose of this document is to describe the Laboratory's travel processes for reservations and reimbursement for Los Alamos National Laboratory (LANL or the Laboratory) employees who participate in the Graduate Research Assistant (GRA) and Undergraduate Student (UGS) Programs. This document only applies to travel to/from the permanent duty station at the beginning and end of the assignment.

This document provides processes unique to GRA and UGS Program travel that differ from [TR9001 Domestic Travel](#), [TR9002 Foreign Travel](#) and [P782-1 Education Assistance Program](#).

2.0 AUTHORITY AND APPLICABILITY

2.1 Authority

This document is issued under the authority of the Laboratory Director to direct the management and operation of the Laboratory, as delegated to the LANL CFO as provided in the [Prime Contract](#), Appendix A, Section XIV—Travel and Relocation. This document derives from the Laboratory [Governing Policies](#), particularly the sections on Assets Management.

- Issuing Authority (IA): Chief Financial Officer (CFO)
- Responsible Manager (RM): Chief Financial Officer (CFO)
- Responsible Office (RO): Chief Financial Officer (CFO)

2.2 Applicability

This document applies to all employees hired through the GRA and UGS programs.

Reimbursement is for the hired individual only.

This procedure does not apply to employees who live or attend school within a 50-mile radius of the primary work location as indicated in the offer letter or employment agreement. Mileage is based on the [Rand McNally](#) Standard Highway Mileage Guide.

3.0 PROCEDURE DESCRIPTION

3.1 Introduction

Travel reimbursement is determined by Los Alamos National Laboratory (LANL) travel procedures.

Reimbursement of travel expenses is intended to help offset round-trip travel expenses between the employee's university and primary work location. No expenses incurred while at the permanent duty station, including lodging, meals, rental car, and private vehicle mileage are reimbursable.

Reimbursement is generally limited to one round-trip per appointment. An appointment is defined as the length of assignment as specified in the employee's offer letter and/or an official employment agreement.

Round-trip travel expenses associated with trips to/from the permanent duty station during breaks from school (casual status) may be reimbursed at the discretion of the hiring organization and according to this procedure.

Business travel while on assignment follows [TR9001 Domestic Travel](#) or [TR9002 Foreign Travel](#) procedures.

3.2 Approval

New and returning students should contact their hiring organization regarding travel reimbursement before incurring any travel expenses.

The hiring organization's approval signature on [Form 1127-S, GRA & UGS Program Travel Authorization Expense Worksheet](#) (provided upon the student's arrival), provides the final approval for travel reimbursement.

3.3 Authorized Point of Departure

Reimbursement is made for the employee's round-trip travel expenses by the most direct route between the authorized travel point and the permanent duty station as specified on the signed Form 1127-S.

3.4 Travel Expenses

The Laboratory reimburses only those travel expenses that are ordinary and necessary to accomplish the official business purpose of the trip. Travel expenses will be reimbursed based on the most economical mode of transportation and the most direct and usually traveled route consistent with the authorized purpose of the trip and based on LANL travel procedure. All costs associated with personal business/preferences are the responsibility of the traveler. Expenses at the permanent duty station such as lodging, meals or rental car are not reimbursed.

3.4.1 Commercial Air Travel

3.4.1a Use of American Carriers

All commercial air travel between the United States and a foreign country must be by American flag carriers as required by [Public Law 96-192](#), the "Fly America Act."

3.4.1b Reimbursement for Travel to Permanent Duty Station

For travel to the permanent duty station, airfare reimbursement is limited to the lesser of the standard coach airfare or the actual amount paid. The lowest available airfare should be obtained based on the official travel dates and locations. The reimbursement amount will be based on the most direct route available between the authorized travel point and the permanent duty station. Costs incurred over the lowest available direct fare could be the employee's responsibility.

At the request of the hiring organization, airline tickets may be provided to the employee by the Travel Office.

An original airline passenger receipt or ticket confirmation is required for reimbursement.

3.4.1c Reimbursement for Return Travel

In the event a one-way ticket is purchased for return travel, reimbursement is limited to the lesser of the official one-way airfare quote provided by the Travel Office or the actual amount paid. Costs incurred over the quoted airfare could be the responsibility of the traveler.

An original passenger receipt or ticket confirmation is required for reimbursement.

3.4.1d Cancellation and Emergency Changes

Penalties incurred for cancellation and emergency changes en route may be reimbursed. Justification for the change and increased costs must be provided and approved by the employee's line management.

3.4.1e First-Class and Business-Class Fares

First-class and business class fares are not reimbursed when less expensive fares are available with the exception of employees with special needs. These requests must be reviewed by division-level managers and approved by Occupational Medicine.

3.4.2 Private Vehicle Travel

3.4.2a General

A private vehicle is defined as an automobile/motorcycle owned by the employee or near relative (e.g; an employee's spouse, parents, siblings, children, and adoptive relatives, step-relatives, or relatives-in-law in any of these relationships).

An employee on travel by private vehicle must carry valid liability insurance coverage in the amounts required by law.

3.4.2b Reimbursement

Round-trip reimbursement is made for driving a maximum of one private vehicle. Mileage reimbursement is computed at the current Internal Revenue Service rate* and based on the [Rand McNally Standard Highway Mileage Guide](#) between the authorized travel point and the permanent duty station.

The official distance between the point of origin and destination is based on the Rand McNally Standard Highway Mileage Guide. Mileage reimbursement is computed at the current applicable mileage as determined by [GSA](#). This rate includes all transportation costs and expenses incurred in operating the vehicle such as gasoline, oil, tires, towing charges, repairs, damages, and insurance. Parking fees and ferry, bridge, tunnel and road tolls will be reimbursed in addition to the mileage allowance. When two or more persons share a privately-owned vehicle, only the traveler whose vehicle is being used for the travel is reimbursed for mileage.

3.4.3 Rental Car Travel

3.4.3a Reimbursement

Rental cars may be used for round-trip travel between the authorized travel point and the permanent duty station. Mid-size cars are to be used when available (receipts are required); any special rates obtained for personal use also apply to official use for reimbursement purposes.

3.4.3b Rental Car Insurance Coverage

For official domestic travel by rental car, the Laboratory has negotiated collision and liability damage coverage with its [contracted rental car companies](#). Travelers should

decline all insurances offered by the rental car company. Additional charges for rental car insurance are not reimbursable.

In the event that a rental car is not available from a LANL vendor, travelers may purchase damage/liability insurance. All other insurances must be declined.

3.4.4 Rental Truck Travel

3.4.4a Reimbursement

For the personal convenience of the employee, a U-Haul type vehicle from a commercial rental company may be used for travel between the authorized travel point and the permanent duty station.

Reimbursement of transportation costs will be the lesser of the following:

- The airfare amount the Laboratory would have paid had the employee traveled by air and shipping costs equivalent to 200 lbs. of personal effects by parcel post; or
- If a private vehicle is towed by the rental truck, the mileage amount the Laboratory would have paid had the employee traveled by private vehicle and shipping costs equivalent to 200 lbs. of personal effects by parcel post.

3.4.5 Local Transportation to/from Airport

Reimbursement is provided for bus, streetcar, subway, taxi and airport limousine fares, and automobile rental charges. Receipts are required for any individual expense over \$75.

3.4.6 Meals and Incidental Expenses/Lodging

3.4.6a Reimbursement

Meals and lodging will be reimbursed to the employee only while en route between the authorized travel point and the permanent duty station. Reimbursement will be based on the [GSA rate](#) for the overnight location. Receipts are required for lodging.

3.4.6b Travel Time En Route

Individuals traveling by commercial air are reimbursed 75% of the daily subsistence allowance for the actual time in transit.

Individuals traveling by private vehicle or rental vehicle are reimbursed the daily subsistence rate for the actual time in transit or on the basis of 400 miles per day, whichever is less.

3.4.7 Other Expenses

3.4.7a Reimbursement

Reimbursement is also provided for the following during days of transit:

- Official telephone calls, faxes, and emergency calls;

- One reasonably brief personal telephone call home per day (a guideline is 5 to 10 minutes);
- ATM transaction fees for cash advances against credit cards and ATM terminal fees.

3.4.7b Receipts Required

Except as noted, receipts are required for individual miscellaneous expenses over \$75.00.

3.4.8 Shipment of Personal Effects

As part of travel expenses, the shipping of 200 lbs. of personal effects each way is allowed. Personal effects include certain items such as professional books, clothing, bedding and cooking utensils.

Shipment must be by a parcel service. Personal effects shipped by a household goods carrier will not be reimbursed. Original receipts indicating weight and cost must be submitted for reimbursement.

3.4.9 Reimbursement

Reimbursement is made for travel expenses as specified on the signed [Form 1127-S, GRA and UGS Travel Authorization and Expense Worksheet](#).

4.0 RESPONSIBILITIES

4.1 Employees

Comply with Travel Procedures.
Request Travel Authorization.
Submit Travel Reimbursement within 15 days of return

4.2 Managers

Comply with Travel Procedures.
Approve Travel Authorization.

5.0 TRAINING

There is no training associated with this document.

6.0 EXCEPTION OR VARIANCE

Exceptions to this procedure must be approved by the Laboratory Director or his delegate.

7.0 DEFINITIONS AND ACRONYMS

7.1 Definitions

See LANL [Definition of Terms](#).

7.2 Acronyms

See LANL [Acronym Master List](#).

8.0 HISTORY

Revision History		
11/18/11	TR9003, Rev. 0	Initial Issue
1/24/13	TR9003, Rev. 1	Updated content and links
1/27/14	TR9003, Rev. 2	Section 3.4.6 on Meals and Incidental Expenses/Lodging updated. Student travel will now be processed utilizing Concur. Reimbursement for M&IE needed to be updated to match Concur programming.

9.0 REFERENCES

[Prime Contract: Appendix A Section XV Travel and Relocation](#)
[PD810 Financial Management](#)
[P815 Allowable Costs](#)
[P782-1 Education Assistance Program](#)
[CFO Functional Series Document TR9001 Domestic and General Travel](#)
[CFO Functional Series Document TR9002 Foreign Travel](#)
[Air Availability and Fare Quote \(pdf\)](#)
[Federal Travel Regulations \(FTR\) Maximum Per Diem Rates for Domestic Travel](#)
[Hertz Frequently Asked Question Page \(pdf\)](#)
[Rand McNally Standard Highway Mileage Guide](#)

10.0 FORMS

There are no forms associated with this document.

11.0 ATTACHMENTS

There are no attachments associated with this document.

12.0 CONTACT

Chief Financial Officer Travel Office (CFO-DISB)
Telephone: (505) 665-4484
Location: TA-3, Bldg. 261, Room 100
E-mail: cfo_pc@lanl.gov